

# 3 YEAR STRATEGIC PLAN



— 2021-2024 —

## **THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

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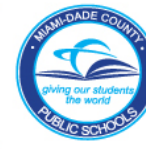
## **MIAMI LAKES EDUCATIONAL CENTER AND TECHNICAL COLLEGE**

Mr. Yaset Fernandez	Principal
Mr. Scott Parker	Vice Principal
Ms. Erica Evans-Desimone	Assistant Principal
Ms. Cassandra Green	Assistant Principal





MIAMI LAKES EDUCATIONAL  
CENTER & TECHNICAL COLLEGE



## 3 YEAR STRATEGIC PLAN – 2021-2024

### Mission of the Institution:

The mission of Miami Lakes Educational Center and Technical College is to create a highly effective future workforce by offering state-of-the-art academic, career and technical education to all generations within our community.

### Vision of the Institution:

To facilitate, promote and provide successful career training opportunities and high academic standards for secondary and post-secondary students designed to meet challenges of an ever-changing global economy.

### Technical College Leadership Team

Name	Title
Yaset Fernandez	Principal
Scott Parker	Vice Principal
Forrest Cutler	Assistant Principal
Erica Evans-DeSimone	Assistant Principal
Cassandra Green	Assistant Principal
Maria Colon	Business Manager
Mark Moyel	Food Service Coordinator
Karen Crider	Instructor-Health Science Department Chairperson
Charles Green	Media Center Specialist-Department Chairperson
Michael Gibbons	Instructor-Day Department Chairperson
Richard Zilka	Instructor-Evening Department Chairperson
Vanessa Torres	Registrar

### Institutional Advisory Committee

Name	Title
Yaset Fernandez	Principal
Scott Parker	Vice Principal
Charles Green	Media Center Specialist-Department Chairperson
Richard Zilka	Instructor-Evening Department Chairperson
Karen Crider	Instructor-Health Science Department Chairperson
Ari Afek	Florida Beauty-Director-Human Resources
Radiance Rey	NSpire Healthcare
Tesha Clark	NSpire Healthcare
Carlos Pena	R & R Appliance

**COE Annual Report Trend Data (Standard 3)**

<b>Element</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Total Completion Rate	76	72	79	86	93	91	100
Total Placement Rate	87	83	87	80	79	75	77
Licensure Exam Pass Rate	100	100	99	99	100	100	94

## OBJECTIVE 1

By June 2024, the number of licensure(s) earned by CTE students at the technical college will increase by 10% as evidenced by the District's Council on Occupational Education (COE) 2020 - 2021 Industry Certification(s)/Licensure(s) report.

### Individual Responsible of Objective Completion

Name	Title
Ms. Erica Evans-DeSimone	Assistant Principal

### Anticipated Barriers

Student-related barriers may include the following:

- Lack of previous successful experience with schooling

Teacher-related barriers may include the following:

- Lack of effective use of supplemental material

Operational-related barriers may include the following:

- Open entry enrollment

## Strategy components

### Strategy 1

Monitor industry certification utilizing the District's application

Strategy Rationale	A CTE student who achieves a licensure has a significant increase in securing employment with a higher wage
Strategy Purpose	To increase the college's number of licensure(s) earned to meet/exceed the 10% goal.
Name and Title of person responsible for monitoring this strategy	Ms. Erica Evans-DeSimone, Assistant Principal
Data that will be collected to determine effectiveness	Collaboration Site
Evaluation of Progress	COE Annual Report
Date Achieved/Completed	June 2024
Current Financial Resources	(2) CAPE Funds
Current Financial Amount	NA
Projected Financial Resources	(1) General Funds
Projected Financial Amount	The district provides reimbursement for students who earn certification.
CARES Act Rapid Credentialing Grant funds to be used	NA
CARES Act Emergency Relief Funds - Institutional Allocation to be used	NA

### Strategy 2

Utilize technology-based programs to enhance classroom instruction and student learning

Strategy Rationale	The utilization of technology-based programs will engage students in learning, thus increasing students completing CTE programs.
Strategy Purpose	To ensure students are completing the CTE program, thus earning industry certification
Name and Title of person responsible for monitoring this strategy	Ms. Erica Evans DeSimone, Assistant Principal
Data that will be collected to determine effectiveness	Reports from the District's Collaboration Site
Evaluation of Progress	Review of inputted data from the District's Collaboration Site
Date Achieved/Completed	June 2024
Current Financial Resources	(1) General Funds
Current Financial Amount	The use of the current school budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	The district provides reimbursement for students who earn certification.
CARES Act Rapid Credentialing Grant funds to be used	NA
CARES Act Emergency Relief Funds - Institutional Allocation to be used	NA

### Strategy 3

Increase student retention by monitoring student withdrawals and contacting them

Strategy Rationale	Students are withdrawing from the CTE programs and not earning industry certifications.
Strategy Purpose	To ensure students are completing the CTE program, thus earning industry certification
Name and Title of person responsible for monitoring this strategy	Ms. Erica Evans-DeSimone, Assistant Principal
Data that will be collected to determine effectiveness	FOCUS withdrawal reports
Evaluation of Progress	COE Annual Report
Date Achieved/Completed	June 2024
Current Financial Resources	(1) General Funds
Current Financial Amount	The use of the current school budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	Will use General Fund as needed to achieve goal
CARES Act Rapid Credentialing Grant funds to be used	NA
CARES Act Emergency Relief Funds - Institutional Allocation to be used	NA

### Strategy 4

Providing industry license/certifications reimbursement to students that pass CAPE approved programs.

Strategy Rationale	Some CTE students are not able to take their program's industry certifications/licenses due to limited finances.
Strategy Purpose	Providing reimbursement industry certifications will increase the number of students earning their program's certifications/licenses.
Name and Title of person responsible for monitoring this strategy	Ms. Erica Evans-Desimone, Assistant Principal
Data that will be collected to determine effectiveness	Industry certifications/licenses will be uploaded to the District's Collaboration site.
Evaluation of Progress	Reports from the District's Collaboration site and the COE Annual Report.
Date Achieved/Completed	June 2024
Current Financial Resources	(2) CAPE Funds
Current Financial Amount	The use of the General Fund will be used if needed.
Projected Financial Resources	(1) General Funds
Projected Financial Amount	The use of the current school budget.
CARES Act Rapid Credentialing Grant funds to be used	NA
CARES Act Emergency Relief Funds - Institutional Allocation to be used	NA

## Strategy 5

Create a data collection procedure to maximize the number of industry certifications/licenses earned.

Strategy Rationale	The college is not securing all the industry/licenses from students that have earned their industry certifications after leaving the program.
Strategy Purpose	To capture all the industry certifications/licenses that students have earned.
Name and Title of person responsible for monitoring this strategy	Ms. Erica Evans-DeSimone
Data that will be collected to determine effectiveness	Industry certification/licenses that will be uploaded to the District's Collaboration site.
Evaluation of Progress	Reports from the District's Collaboration site and the COE Annual Report.
Date Achieved/Completed	June 2024
Current Financial Resources	(1) General Funds
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	The General Fund will be used if needed
CARES Act Rapid Credentialing Grant funds to be used	NA
CARES Act Emergency Relief Funds - Institutional Allocation to be used	NA



## Objectives 2

By June 2024, the number of job placements attained by CTE students at the technical college will increase by 10% as evidenced by the District's Council on Occupational Education (COE) 2020 - 2021 Industry Certification(s)/Licensure(s) Report.

### Individual Responsible of Objective Completion

Name	Title
Scott Parker	Vice Principal

### Anticipated Barriers

Student-related barriers may include the following:

Limited prior knowledge and lack of academic/technical experiences

Teacher-related barriers may include the following:

Lack of understanding of how to disaggregate data to plan and drive instruction

Operational-related barriers may include the following:

Open entry enrollment

## Strategy components

### Strategy 1

Monitor job placement utilizing the District's application

Strategy Rationale	A CTE student who obtains employment within their CTE program will provide the foundation to be a productive citizen.
Strategy Purpose	To increase the college's job placement(s) attained by CTE students by 10% goal.
Name and Title of person responsible for monitoring this strategy	Ms. Vanessa Torres, Registrar
Data that will be collected to determine effectiveness	Local Placement Forms/Data from the District's Collaboration Site
Evaluation of Progress	COE Annual Report
Date Achieved/Completed	June 2024
Current Financial Resources	(1) General Funds
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	The General Fund will be used if needed
CARES Act Rapid Credentialing Grant funds to be used	NA
CARES Act Emergency Relief Funds - Institutional Allocation to be used	NA

### Strategy 2

Have instructors build rapport with current industry personnel to hire prospective students.

Strategy Rationale	Industry personnel will hire the college's students once they are aware of each of the CTE programs.
Strategy Purpose	Instructors maintaining on-going communication with industry partners improves job placement for our students.
Name and Title of person responsible for monitoring this strategy	Scott Parker, Vice Principal
Data that will be collected to determine effectiveness	Advisory Committee sign in sheets/Job Placement rate
Evaluation of Progress	COE Annual Report
Date Achieved/Completed	June 2024
Current Financial Resources	(1) General Funds
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	The General Fund will be used if needed
CARES Act Rapid Credentialing Grant funds to be used	NA
CARES Act Emergency Relief Funds - Institutional Allocation to be used	NA

### Strategy 3

#### Career Placement Specialist

Strategy Rationale	Student possessing the proper soft skills for the trade are more likely to secure and maintain employment
Strategy Purpose	To educate students on soft skills and workplace readiness skills necessary to secure and maintain employment
Name and Title of person responsible for monitoring this strategy	Claudio Duckardt, Test Chair
Data that will be collected to determine effectiveness	Collect sign-in sheets for different sessions
Evaluation of Progress	COE Annual Report
Date Achieved/Completed	June 2024
Current Financial Resources	(1) General Funds
Current Financial Amount	Using school budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	The General Fund will be used if needed
CARES Act Rapid Credentialing Grant funds to be used	NA
CARES Act Emergency Relief Funds - Institutional Allocation to be used	NA

### Strategy 4

#### Obtain employment information from all students who have left the college.

Strategy Rationale	Students are obtaining employment after they have left the college and are not providing the information to the college.
Strategy Purpose	In conducting follow up, the college will be able to obtain placement information from former students as well as share possible employment opportunities.
Name and Title of person responsible for monitoring this strategy	Mr. Scott Parker, Vice Principal
Data that will be collected to determine effectiveness	Local Placement Forms
Evaluation of Progress	COE Annual Report
Date Achieved/Completed	June 2024
Current Financial Resources	(1) General Funds
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	The General Fund will be used if needed
CARES Act Rapid Credentialing Grant funds to be used	NA
CARES Act Emergency Relief Funds - Institutional Allocation to be used	NA

## Strategy 5

Schedule local employers to visit classrooms to discuss employment opportunities with students.

Strategy Rationale	Employers will visit classrooms to meet with students for possible employment and to see the students training.
Strategy Purpose	Students will be given current information and employment trends from local employers.
Name and Title of person responsible for monitoring this strategy	Claudio Duckardt, Test Chair
Data that will be collected to determine effectiveness	Local Placement Forms
Evaluation of Progress	COE Annual Report
Date Achieved/Completed	June 2024
Current Financial Resources	(1) General Funds
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	Will use General Fund as needed to achieve goal
CARES Act Rapid Credentialing Grant funds to be used	NA
CARES Act Emergency Relief Funds - Institutional Allocation to be used	NA

### Objectives 3

By December 2024, the CTE student completion rate will meet or exceed the required 60% as evidenced by the technical college's 2021 Council on Occupational Education (COE) Annual Report.

#### Individual Responsible of Objective Completion

Name	Title
Scott Parker	Vice Principal

#### Anticipated Barriers

Student-related barriers may include the following:

Poor attendance

Teacher-related barriers may include the following:

Lack of effective use of supplemental material

Operational-related barriers may include the following:

Effective student retention

## Strategy components

### Strategy 1

Monitor Occupational Completion Points earned each trimester

Strategy Rationale	A student's poor attendance may have a direct impact in their capability to complete or earn an
Strategy Purpose	To increase the college's completion rate by improving student attendance.
Name and Title of person responsible for monitoring this strategy	Scott Parker, Vice Principal
Data that will be collected to determine effectiveness	FOCUS Occupational Completion (OCP) Report
Evaluation of Progress	COE Annual Report
Date Achieved/Completed	June 2024
Current Financial Resources	(1) General Funds
Current Financial Amount	Use current school budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	Will use General Fund as needed to achieve goal
CARES Act Rapid Credentialing Grant funds to be used	NA
CARES Act Emergency Relief Funds - Institutional Allocation to be used	NA

### Strategy 2

Increase student retention by monitoring student withdrawals and contacting them to ascertain the reason for the withdrawal.

Strategy Rationale	Students are withdrawing from the CTE programs and the college is not aware of the specific reason.
Strategy Purpose	To understand the reason for each student's withdrawal and attempt to find a solution to keep the student enrolled.
Name and Title of person responsible for monitoring this strategy	Erica Evans-DeSimone
Data that will be collected to determine effectiveness	
Evaluation of Progress	FOCUS Withdrawal Reports
Date Achieved/Completed	June 2024
Current Financial Resources	(1) General Funds
Current Financial Amount	Using current school budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	Use General Fund as needed
CARES Act Rapid Credentialing Grant funds to be used	NA
CARES Act Emergency Relief Funds - Institutional Allocation to be used	NA

### Strategy 3

Utilize career counselors to contact students with excessive absences.

Strategy Rationale	Students who are not in the classroom learning are not obtaining the necessary skills to complete their CTE program.
Strategy Purpose	To minimize the number of students with excessive absences, thus increasing students completing CTE programs.
Name and Title of person responsible for monitoring this strategy	Cassandra Green, Assistant Principal
Data that will be collected to determine effectiveness	
Evaluation of Progress	COE Annual Report
Date Achieved/Completed	June 2024
Current Financial Resources	(1) General Funds
Current Financial Amount	Use of school budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	Use General Fund as needed
CARES Act Rapid Credentialing Grant funds to be used	NA
CARES Act Emergency Relief Funds - Institutional Allocation to be used	NA

### Strategy 4

Review OCP FOCUS Reports

Strategy Rationale	Completion rate will meet or exceed by 60% in order to meet COE standards.
Strategy Purpose	Instructor will review OCP reports to check for accuracy.
Name and Title of person responsible for monitoring this strategy	Cassandra Green, Assistant Principal
Data that will be collected to determine effectiveness	OCP FOCUS Reports
Evaluation of Progress	COE Annual Report
Date Achieved/Completed	June 2024
Current Financial Resources	(1) General Funds
Current Financial Amount	Use of School Budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	Use General Fund as needed to achieve goal
CARES Act Rapid Credentialing Grant funds to be used	NA
CARES Act Emergency Relief Funds - Institutional Allocation to be used	NA

## Strategy 5

Update student contact information each trimester to ensure contact information is current.

Strategy Rationale	In order to maintain contact with students, student services personnel must have updated student bio.
Strategy Purpose	Student data will be updated upon registering for the next trimester and updating financial aid information.
Name and Title of person responsible for monitoring this strategy	Cassandra Green, Assistant Principal
Data that will be collected to determine effectiveness	FOCUS – Student Bio data
Evaluation of Progress	COE Annual Report
Date Achieved/Completed	June 2024
Current Financial Resources	(1) General Funds
Current Financial Amount	Use of School Budget
Projected Financial Resources	(1) General Funds
Projected Financial Amount	Use General Fund as needed to achieve goal.
CARES Act Rapid Credentialing Grant funds to be used	NA
CARES Act Emergency Relief Funds - Institutional Allocation to be used	NA



# ANTI-DISCRIMINATION POLICY

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – No public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, sex/gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Asst. Secretary for Civil Rights or:

Office of Civil Rights Compliance (CRC)  
Executive Director/Title IX Coordinator  
155 N.E. 15th Street, Suite P104E Miami, Florida 33132  
Phone: (305) 995-1580 TDD: (305) 995-2400

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